

Application to Prequalify Grant Administrators

TxCDBG Cycle Type: 2017 Downtown & Main Street Programs

Firm Name: CapNote Consulting	DUNS Number:	Federal EIN: 82-1875103
Prequalification Contact First, Last Name and Title: David Legere, Managing Director	Phone Number: +1 (512) 695-5098	Prequalification Contact E-mail Address: dlegere@austin.rr.com
Firm Web Address	Firm Mailing Address 211 N Doak St Taylor, TX 76574	Name of Firm's President/Managing Officer: David Legere

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. **TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

David Legere has been involved in grant application writing, and subsequent grant administration and program management since 2009. Mr. Legere successfully obtained and program managed large grant awards from the US Dept of Energy under the ARRA of 2009, Canada's Climate Change Emissions Management Corporation (CCEMC) in 2014-2015, and more recently (June 2017) won a Phase I grant award from the US Dept of Defense under the SBIR program.

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

Mr. Legere does not have direct working experience with the CDBG Program, but is knowledgeable about the program and its positive impact on the communities it serves. As an involved citizen, and frequent attendee at City Council meetings, this respondent understands much of the CDBG process and that there are specific requirements (e.g. eligibility, compliance, etc.) that govern this program.

3. Describe the respondent's experience with the Downtown Revitalization and Main Street (DRP/MS) programs.

The respondent has no official working experience with Main Street programs, but has participated in a number of meetings and workshops - to include involvement with the award winning Downtown Master Revitalization Plan for Taylor.

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors.

Grant Application guidance/writing, Grant Administration, Project/Program Management, and vendor audit/qualification services. Wide breadth of experience from large high-technology development programs, to local real estate acquisition and development involving design plans and general contracting, permitting, and code compliance. Experienced lead role with federal government (e.g. agency Program Managers), municipal government officials (e.g. Planning, Zoning, Inspection), legal counsel (e.g. title, contracts), and utility providers. Management of subcontractor services such as Environmental, Davis-Bacon Act compliance, etc., as needed/requested.

5. Identify the geographic areas in which the respondent offers services.

Central Texas

6. Describe the respondent's ability to devote the needed time to a project based on current workload.

At the current and forecasted workload, CapNote Consulting can dedicate up to 20 hours per week for additional project work. CapNote is careful to balance the workload to accommodate peaks in activity that are common to many projects. Mr. Legere is organized, and proficient with a host of office tools/programs used to facilitate effective project management.

7. Identify the total number of CDBG projects that the respondent developed and/or administered. Present an approximate cumulative total of projects which the respondent or personnel were instrumental in the development of the application and/or administration of the program following funding approval.

CDBG projects = 0; Total Projects developed/administered = 4. Mr. Legere has applied for and administered grant awards from

the US Dept of Energy, Canada's CCEMC, and the US DoD.

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
Remove Project	Project Name	Skyonic Corporation - Capital SkyMine
Facility Type and Use		Commercial Chemicals, Carbon Dioxide Capture
Project Location (Jurisdiction)		San Antonio
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		4 buildings, product silos, rail-yard, on 5 acre site
Role & Responsibilities		Program Manager, Principal Investigator - matrix management role that involved gathering requirements, planning, scheduling, maintenance and implementation of the Project Management Plan (PMP), and tracking progress of project goals and milestones. Facilitated integration of cross-functional activities in support of the PMP. By facilitating day-to-day operational meetings, and special purpose meetings with the project team, NETL/DOE, and others, the Program Manager focused on communication of plans and changes, identified issues, and tracked and reported on progress and deliverables. Served as Single point of contact for client (NETL/DOE).
Project Cost		\$125,000,000
Financing/Funding Source		US Dept of Energy under ARRA 2009, private equity
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Assessment 2010 Construction Start: August 2012, Finish: October 2014 Project completed approximately two months late due to issues with OEM equipment.
Monitoring and Verification Methods		MS Project, Earned Value Measurement System, Payroll reports
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		David Legere - consultant, grant writer, grant administrator, program manager, principal investigator
Contact Information Current phone and e-mail address of local government representatives you worked with.		Vito Cedro Program Director US Dept of Energy vito.cedro@NETL.DOE.gov (412) 386-7406

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on personnel who will potentially be assigned responsibility for a core project task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

David Legere is a seasoned professional experienced with grant writing and administration. A veteran of military intelligence, with a MS degree in Technology Management, Mr. Legere's successful 30-year career has focused on grant writing and subsequent administration of awards, from \$150,000 - \$25M, from federal and NGO entities.

Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	

Potential Role	Grant Writer, Grant Administrator/Program Manager
Base Location	Taylor, Williamson County, Texas
Current Employment	
Current job title	Managing Director
Company (if subcontractor)	CapNote Consulting
Job responsibilities	Grant Application Writer, Project Manager
Number of years with respondent	1
Previous Employment	
Job Title	Program Director
Company name	Skyonic Corporation
Job responsibilities	Grant writing, grant administration, program management, Principal Investigator
Number of years with firm	7
Academic/Professional Qualifications	
Degree/Discipline	M.S. Management of Technology
College/University	University of Texas San Antonio
Professional Affiliations	
Technical Training	
Accreditations	
Overall	
Total Years or relevant experience	8 years directly related to grant writing/administration
Other relevant experience or accomplishments	

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

CapNote Consulting/David Legere can currently allocate an average of up to 20 manhours per week for a project with the ability to provide flex support at peak times. CapNote will only take on projects it clearly intends to see through the next gate, as a minimum.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business		Woman Owned		Minority Owned		Section 3	
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

12. State the respondent's policy regarding affirmative action.

CapNote Consulting complies with all Federal, State, and Local laws, and policies of the specific grant award program.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

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